

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Office of Logistics Quarterly Planning Conference

<div>Chief</div> <div>Information & Management Support Staff</div> <div>OL</div>	EXTENSION <div></div>	NO. <div></div>
		DATE 16 JUL 1984

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

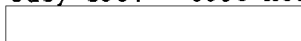
1. D/L				FYI -- Attached is a copy of the final agenda for the upcoming DDA Quarterly.
2. DD/L				
3. EO/OL				
4. AEO/OL				
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A G E N D A

Office of Logistics Quarterly Planning Conference
25 July 1984 - 0930 Hours



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Opening Remarks

Objectives

Complete Basic Operational Capability
of the Digital Prepress System

Implement the DDA's "Quality of Life
Program"

Establish Overseas Personal Computer
Capabilities

Implement Corrective Action to
Customer Surveys in HOME

Resolve Issues of Agency Takeover of
M&O of Headquarters Facilities from
GSA

Report on OL Activities aimed at
providing information/education for
Agency employees

Closing Remarks

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FY 1984 DIRECTORATE-LEVEL OBJECTIVES

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- Consolidate Agency Metropolitan Washington Area activities in the new Headquarters Building.
- LMDP
- Develop formalized "professionalism" program within OL for both blue and white-collar workers.
- Develop and implement the Logistics Integrated Management System (LIMS).
- Establish overseas personal computer capabilities.
- Strengthen and expand personnel management support in OL.
- Convert General Provisions used in Agency contracts from DARS to FARS.
- Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.
- Complete implementation of a more effective Vehicle Dispatch Plan.
- - Implement the DDA's "Quality of Life" program.
- Implement corrective action to customer surveys in HOME
- Complete basic operational capability of the Digital Prepress System.
- Complete evaluation of the Quality Circle Program in P&PD and access application elsewhere in OL.
- Develop and implement NOMAD based P&PD Management Information System.
- - Implement corrective action to problems uncovered in the P&PD customer-services questionnaire.
- Expand personnel exchange program with external agencies.
- Develop and disseminate customer-survey questionnaires and take appropriate action to respond to customer comments (PD, RECD, SD).

→ - Resolve issues of Agency takeover of M&O of Headquarters facility from GSA.

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O — Scheduled
X — Actual

Office: OL/IMSS
Objective Statement: Establish Overseas Personal Computer Capabilities
Responsible Officer: William A. Higgs
Significant Funding Amount: \$ 50,000 FY 84
Quarter Ending: 30 September 1984

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Acquire Wang, IBM PCs	0	X										
2. Acquire and evaluate CONDOR DBMS	0	X										
3. Develop and test basic ASAPS and all-purpose inventory software			0-----		OX							
4. Train IBTROLL user (IBM PC)					OX							
5. Install IBM system at IBTROLL						OX						
6. Acquire Tempested Wang PC, and peripherals for AMCA. Load Software									0---			
7. Install and test Wang PC with property accountability and inventory features at AMCA										0---		
8. Complete system documentation								0---				
9. Resolve hardware maintenance and security issues for selected overseas sites								0---			0---	

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